



## GRANT PROPOSAL GUIDANCE

To submit your proposal for consideration, please complete the attached template. *Do not alter this template.* Please complete all fields staying within the character limits. Contact your Virginia CZM Project Manager if you have any questions.

### **Instructions for Template**

**Project Title.** Please use the title provided by the Virginia CZM Program, if provided.

## **I. LEGAL APPLICANT**

**Name.** This is the name of the person who ultimately will be responsible for the project. This is not necessarily the same person authorized to sign the contract.

**Organization. Street Address. City, State, Zip + 4 numbers.** This is the name and address of the organization conducting the project, including the extra four numbers at the end of the zip code (needed to determine the Congressional District in Virginia).

**Project Manager.** Include first and last name and title of the contact person for the project. This person will receive all report reminders and will be our office's primary contact for any questions about the project.

**Phone. E-mail.** Contact information for the Project Manager.

**Mail Contract To, Address and Email:** Sometimes the person to whom we email the contract is different than the Legal Applicant Name or the Project Manager. Please fill this in with the appropriate person, mailing address and email address.

**DUNS Number.** A DUNS number is a unique nine-character identification number provided by D&B (Dun and Bradstreet). To find out your DUNS number or to request a DUNS number, please call 1-866-705-5711 or access <http://fedgov.dnb.com/webform>. This number is needed for the Federal Funding Accountability and Transparency Act (FFATA) database and is required for each Federal grantee.

## **II. PROJECT DETAILS**

**Geographic Area of Impact.** List the jurisdictions to be affected by the project. Name the specific counties, cities and towns or the impacted region, e.g. Hampton Roads Virginia.

**Congressional District(s).** Provide the federal congressional district number(s) for the stated geographic area of impact (available online at:



*Revised 10-7-21*

<http://www.govtrack.us/congress/findyourreps.xpd?state=VA>) This website contains a map of Virginia's congressional districts.

**Start and End Dates.** Enter the start and end dates anticipated for the project period. Typical grants begin on October 1<sup>st</sup> and end on September 30<sup>th</sup>, however enter the dates as they apply to your project. All projects need to end on a quarter (Sept 30, Dec 31, March 31 or June 30).

### III. PROJECT SUMMARY

The project summary must provide a clear statement of the primary activities to be undertaken through this project. Provide a concise overview of the project including its objectives, and a brief description of the expected outcomes. Context for the project should be provided by briefly describing the coastal management problem or identified need that the project will address as well as why the project should be successful in addressing this issue. If this is a continuing project from a previous year, or builds on work previously funded by the Virginia CZM Program, briefly describe the relationship between the current proposal and past projects. Details about the project's deliverables and budget should be provided in Sections IV and VII respectively. The summary must be self-contained and limited to 4000 characters, spaces included. Avoid duplicating information that will be covered later in the proposal. MS Word has a Tool function that will count characters in a highlighted block of text. Please use this tool to ensure that your description is within the character limit. If necessary, additional information on the project can be provided in Section VI - Extended Project Description. However, Section VI is **not** to be used as a continuation of Section III Project Summary.

### IV. DELIVERABLES/PRODUCTS

This section describes what products will be produced and delivered to the Virginia CZM Program. This includes final products, but intermediate products (or benchmarks) are also encouraged. For example, if a draft report will be produced after six months, and a final report at the end of the grant, one product should be titled "Draft Report" with the End Date entered as six months after the start date of the grant and another product would be titled "Final Report" with an end date of the end of the grant.

Also, do not use "semiannual reports" as products. Semiannual reports are required by contract and are meant to show what has been accomplished to date.

In general, meeting agendas should not be provided as a product. If attending various meetings is one of the activities of the grant, we would like to see outcomes or a summary of what was accomplished through attending those meetings, not just a list of meetings attended or a series of agendas.

**Product Title.** The products should be titled (80 characters or less including spaces) to represent the tangible product that will be turned in to the Virginia CZM Program. For example, if technical



Revised 10-7-21

assistance to localities is one of the activities conducted in this project, a Product could be "Report on Technical Assistance Provided" or "Compendium of Maps Produced for Localities" or "Digital Data Layers." "Program Administration" and "Technical Assistance" are not good product titles.

**Product Percentages.** Grantees should assign a percentage of the total project budget to each product listed in the scope of work. Percentages should be shown following the product title as shown in the example below. Percentages should be based on the amount of the total project budget that will be dedicated to this product. Product percentages should add to 100.

**Product Description.** (4000 character limit.) Use this space to further describe the product. The description should be concise. The project was already described in the Project Summary section of the proposal, so this space is provided for specific information for each product. Information here might include: who will collaborate on development of the product (e.g. an advisory committee composed of...will provide input to the report) or a description of what will be included in the Product (e.g. this report will include chapters on...) and how the product will be used by resource managers.

**Product Format.** Copies of final products are kept on file at the VA CZM Program office and at NOAA's Office for Coastal Management. We **no longer require one "hard copy"** of each final product for our files, but we still do require **one digital copy**. Digital product submission is required so that VA CZM can submit them digitally to NOAA GrantsOnline and so that we can post final products on our website. "Product Format" should describe how you intend to submit each product. Written products should have a "Product Format" such as "1 digital Word document and PDF". Products that are not written reports such as videos and GIS data should have formats like "a DVD disk," or "2 CDs with shape files and metadata." An FTP site is also acceptable to use as an avenue to provide the VA CZM Program with a digital product.

**Product Timeframe.** In addition to the project timeline described below, use these lines to accurately reflect the timeframe in which the products will start and end for this project. If Product #2 will be started after the completion of Product #1, then the timeframe of each product should reflect that order.

Example:

Product # 1

*Title:* Literature Search Report

*Percent of Budget:* (20%)

*Description:* A comprehensive literature review will be completed before...

**Format:** 1 digital (MS Word) copy

*Timeframe:* Start: October 1, 2021

End: March 31, 2022

**V. PROJECT TIMELINE.** Grantees should develop a project timeline that includes all important benchmarks for project completion. The intent of the timeline is to provide both the grantee and Virginia CZM Program staff with an outline of tasks to be completed and a timeframe for their



*Revised 10-7-21*

completion. It should provide a means for tracking project progress throughout the grant as well as a tool for planning necessary grant activities. The timeline should be located after the last deliverable on the scope of work and follow a simple date – benchmark format as illustrated in the example below. Important items to list on the timeline include the formation of committees, committee meetings, meetings with Virginia CZM Program staff, deadlines for comments, interim deliverables and submission of signage or outreach materials to the Virginia CZM Program for review. Dates should be specific where possible. (This should be a timeline for the entire project, not a timeline for each deliverable.)

*Example:*

October – Form technical advisory committee & hold initial meeting  
October / December – Literature search & data acquisition  
January – Second committee meeting, draft technical report distributed  
February 15 – Deadline for committee comments on report  
March 1 – Meet w/ Virginia CZM Program staff  
March 15 – Final technical report completed  
March – Form local government review committee & hold first meeting  
April / July – Implementation Plan drafted  
June – Second local government review committee meeting  
July 31 – Draft Implementation Plan mailed to committee and Virginia CZM staff  
August – Final local government review committee meeting  
August 1 – Draft layout of project brochure sent to Virginia CZM Program for review  
August 31 – Final draft of implementation plan mailed  
September 15 – Final deadline for comments  
September 25 – Final report and brochure sent to printer

## **VI. EXTENDED PROJECT DESCRIPTION**

This section is optional and limited to 2000 characters. It should include only information that expands on, or supports, concepts included in the Project Summary. Do not use this section as a continuation of the Project Summary. The Project Summary should be constructed as an abstract of the project that can be used independently to provide an overview.

## **VII. BUDGET**

**Please note that we have embedded the budget as multiple Excel tables. You must double-click inside the tables to make them functional. Once you've double-clicked inside the tables you will be able to enter numbers in the individual cells and they will calculate. If you like, you may add functionality to the budget tables. You must save the entire file as a Word document using the extension .docx (not .xls or .xlsx).**



*Revised 10-7-21*

**When recording amounts in each category for the Budget tables, PLEASE DO NOT USE CENTS. We can only report to NOAA whole dollar amounts with no cents added. Therefore, please round up or down to the nearest dollar (if necessary) and use this rounded number when filling out the Budget tables.**

**Budget Summary.** This table reflects all categories of funds requested for the project in Federal and Match (Non-Federal) dollars and the Total dollars requested in each category and overall. Total Direct Costs are the sum of all of the above budget categories. Total (bottom row) is the Total Direct Costs plus the Indirect Costs. The federal total must equal (to the dollar) the amount the Virginia CZM Program allotted for your project. If there are any discrepancies, contact your Virginia CZM Project Manager.

**Federal.** This reflects the amount that will be charged to the Virginia CZM Program for the project.

**Non-federal (Match).** This reflects the non-federal funds that will be used to match federal CZM funds. Match can be any resources (cash or in-kind services) applied to the project as long as the source of the match is not federal funds.

**Personnel.** These tables replace the Personnel worksheets from previous proposal templates. For personnel being paid out of federal dollars or who are providing match, **provide the name(s) and title(s)**, the annual salary, and the level of effort to be devoted to this project. The personnel tables are provided so that multiple employees to be paid out of the grant are described separately. The Personnel line item in the Budget Summary table should reflect the sum of all personnel charges (excluding Fringe). There is a formula already embedded in the Excel Personnel table to calculate the Total Personnel Cost from the Annual Salary and the Level of Effort of full-time work as long as you use the percent sign after the Level of Effort. (See Grant Proposal Budget Guidance document for examples.)

The total Federal and Match amounts in the Personnel tables must match the amount included in the Personnel row of the Budget Summary table.

**Fringe.** In the tables, state what the fringe rate is and the salary by which it will be multiplied. If the rate is different for various people working on the project, please note the different percentages of the fringe rate which apply to each individual's salary. Make sure you use the percent sign after the rate so the row will calculate the Total Fringe Cost. It is not necessary to list the components of the Fringe rate, solely the overall Fringe rate. (See Grant Proposal Budget Guidance document for examples and specific guidance.)

**Travel.** Provide the Purpose of Travel, the Location, the Items included in your travel (including vehicle mileage or other transportation costs, overnight accommodations and meals), the amount or rate of the items included and the total Cost of the line item for each travel destination. (See Grant Proposal Budget Guidance document for examples and specific guidance.)



Revised 10-7-21

**Equipment.** This is an item with a ‘per unit’ cost exceeding \$5,000 and an expected life of more than one year. Additional justification is required for any equipment purchases. Contact your Virginia CZM Program Project Manager for more information. Please include the Item, the Rate or Cost of the Item and the Total Cost in the Equipment tables. (See Grant Proposal Budget Guidance document for examples and specific guidance.)

**Supplies.** Please provide a brief description of the supplies included (Item), the Rate for each item and the total Cost for the item, making it clear in the Justification why they are needed to produce the project deliverables. Larger items (e.g. computers) should be specifically addressed. Supplies include materials costing less than \$5,000 per unit and often having a one-time use. (See Grant Proposal Budget Guidance document for examples.)

**Contractual.** These are funds that will be contracted to a 3<sup>rd</sup> party. *Your Virginia CZM Project Manager must approve all subcontracts before the contract can be signed.* The contractual category includes consultant services and subcontracts. A consultant is a non-employee who provides advice and expertise in a specific program area. A subcontract is used for a product or a service.

Please be as specific as possible in the budget narrative column of the contractual worksheet. Also include a description of the work in the “Justification” section under the worksheet. Failure to provide an adequate contractual budget at this time will result in the delay of project approval.

**\*\*Please see the Contractual sections of the Proposal Template and Grant Proposal Budget Guidance for more details regarding Contractual budgets in your proposal.**

**Construction.** This category includes any construction that is completed by the grantee, not by a subcontractor. This category may be used to detail materials required for low-cost construction, habitat restoration, or signage if the work is being conducted by the applicant rather than a contractor. Provide the Item, the Rate or Cost, and the total Cost in the Construction tables. (See Grant Proposal Budget Guidance document for examples.)

**Other.** Provide the Item, the Rate or Cost, and the total Cost in the Other tables. Direct costs that do not fit any of the aforementioned categories such as rent for buildings used to conduct grant activities, utilities, leased equipment, child care, transportation expenses, tuition for training, etc should be included. This category may also be used to detail materials required for habitat restoration, signage or access construction if the work is being conducted by the applicant rather than a contractor. In addition, subcontractual items that are less than \$5,000 should be included in the Other category. (See Grant Proposal Budget Guidance document for examples.)

In light of the nation’s desire to reduce government spending, and in an effort to ensure that taxpayers’ dollars are spent as frugally as possible and on actual coastal management, please be advised that VA CZM Program has guidelines for the use of grant funds (including matching funds) for the purchase of food (meals and/or refreshments) for meetings, workshops or conferences. In general, grant funds should not be used for food unless the objectives of the event would be



*Revised 10-7-21*

compromised if food was not provided. VA CZM criteria to be used to determine whether providing food is reasonable and appropriate include:

1. The event lasts all day (usually at least 6 hours), and
2. It is impractical for participants to obtain lunch on their own (due to isolation or distance to restaurants or their office), and
3. It can be documented that physical attendance of all participants was essential, and
4. It can be documented that participants are working during the normal meal time as stated on an agenda (e.g. working lunch or dinner) and no other opportunity for a meal will be provided.

If funds are to be expended on food, applicants must clearly state this in the application (including the budget table) and be able to provide an agenda and list of participants for each event as back-up documentation after the event. In all cases, grantees should be able to document that costs for food were at or below state or local per diem rates (whichever is followed) for the specific location.

**Indirect.** Enter indirect costs (federal and non-federal) in the Budget Summary.

Be sure to check with your Fiscal office to determine any new policies regarding Indirect Costs.

Recipients will be allowed to charge indirect costs provided they have a federally approved Indirect Cost Rate Agreement or if they wish to use the allowable 10% de minimis rate.

In order to maximize federal money available for direct costs, applicants may wish to show indirect costs as Match.

If there is indirect cost charged to the grant, and the applicant does not wish to use the 10% de minimis rate please:

attach a copy of the cognizant agency's fully executed, negotiated, indirect cost agreement  
**or** a copy of the grantee's indirect cost proposal or plan.

If your organization does not have an established indirect cost rate,:

you must indicate whether or not your organization intends to waive the indirect costs,  
**or** if your organization will use the allowable 10% de minimis rate  
**or** if they will negotiate and establish an indirect cost rate agreement  
**or** provide an indirect cost proposal or plan within 90 days of award issuance, if the grant is awarded.

**Land Acquisition, Restoration and/or Construction Grants.** See Section 306A funding description on our website and/or link to NOAA's Section 306A guidance on the VA CZM website:

(<https://www.deq.virginia.gov/coasts/strategic-planning/grantee-guidance>). If funds are to be used for construction, land acquisition, easements or habitat restoration, additional documentation is required before the project can commence. NOAA must approve this documentation, so contact





*Revised 10-7-21*

your Virginia CZM Project Manager well in advance and if possible, include this information in your proposal.

### **VIII. DATA SHARING PLAN**

Please be advised the NOAA Data Sharing Directive for NOAA Grants, Cooperative Agreements, and Contracts which was originally adopted by NOAA's Environmental Data Management Committee (EDMC) on October 2011, and subsequently revised in May 2012 and February 2016 must be adhered to by grantees that are collecting and/or creating geospatial data (e.g. data such as imagery, lidar, bathymetry, etc.).

The policy requires all grant and cooperative agreement recipients to make environmental data and information collected and/or created under NOAA grants/cooperative agreements visible, accessible, and independently understandable to general users. The data must be accompanied with documentation, metadata and, if needed, tools to read the data that allow a user to interpret the data properly. This requirement also applies to any data developed as part of sub-awards. This shall be done at no or low cost, in a timely manner (typically no later than two years after the data are collected or created), except where limited by law, regulation, policy, or by security requirements. Also, grants and cooperative agreement applicants must submit a data sharing plan describing how the data will be shared as part of their application project narrative. State and territorial programs must follow this policy for FY13 and later awards, and it will be a NOAA special award condition that will apply to all sub-awards.

#### **A. From the NOAA Data Sharing Directive**

1. **Data Sharing:** Environmental data collected or created under this Grant, Cooperative Agreement, or Contract must be made publicly visible and accessible in a timely manner, free of charge or at minimal cost that is no more than the cost of distribution to the user, except where limited by law, regulation, policy, or national security requirements. Data are to be made available in a form that would permit further analysis or reuse: data must be encoded in a machine- readable format, preferably using existing open format standards; data must be sufficiently documented, preferably using open metadata standards, to enable users to independently read and understand the data. The location (internet address) of the data should be included in the final report. Pursuant to NOAA Information Quality Guidelines,<sup>1</sup> data should undergo quality control (QC) and a description of the QC process and results should be referenced in the metadata.<sup>2,3</sup>
2. **Timeliness:** Data accessibility must occur no later than publication of a peer-reviewed article based on the data, or two years after the data are collected and verified, or two years after the original end date of the grant (not including any extensions or follow-on funding), whichever is soonest, unless a delay has been authorized by the NOAA funding program.
3. **Disclaimer:** Data produced under this award and made available to the public must be accompanied by the following statement: "These data and related items of information have





Revised 10-7-21

not been formally disseminated by NOAA, and do not represent any agency determination, view, or policy."

**4. Failure to Share Data:** Failing or delaying to make environmental data accessible in accordance with the submitted Data Management Plan, unless authorized by the NOAA Program, may lead to enforcement actions, and will be considered by NOAA when making future award decisions. Funding recipients are responsible for ensuring these conditions are also met by sub-recipients and subcontractors.

**5. Funding acknowledgement:** Federal funding sources shall be identified in all scholarly publications. An Acknowledgements section shall be included in the body of the publication stating the relevant Grant Programs and Award Numbers. In addition, funding sources shall be reported during the publication submission process using the FundRef mechanism (<http://www.crossref.org/fundref/>) if supported by the Publisher.

**6. Manuscript submission:** The final pre-publication manuscripts of scholarly publications produced with NOAA funding shall be submitted to the NOAA Institutional Repository at <https://repository.library.noaa.gov> after acceptance, and no later than upon publication, of the paper by a journal. NOAA will produce a publicly-visible catalog entry directing users to the published version of the article. After an embargo period of one year after publication, NOAA shall make the manuscript itself publicly visible, free of charge, while continuing to direct users to the published version of record.

**7. Data Citation:** Publications based on data, and new products derived from source data, must cite the data used according to the conventions of the Publisher, using unambiguous labels such as Digital Object Identifiers (DOIs). All data and derived products that are used to support the conclusions of a peer-reviewed publication must be made available in a form that permits verification and reproducibility of the results.

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<sup>1</sup> [http://www.cio.noaa.gov/services\\_programs/IQ\\_Guidelines\\_103014.html](http://www.cio.noaa.gov/services_programs/IQ_Guidelines_103014.html)

<sup>2</sup> Failure to perform quality control does not constitute an excuse not to share data.

<sup>3</sup> Data without QC are considered "experimental products" and their dissemination must be accompanied by explicit limitations on their quality or by an indicated degree of uncertainty.

## B. With Your Grant Proposal

1. **Develop a Data Sharing Plan:** You need to summarize how you will accomplish tasks B 1 through 3 (below) in a data sharing plan that must be part of or accompany your application for funding. The data sharing plan is a written narrative of no more than two pages (see attached example, Appendix 1) and should provide a brief description of:
  - The types of environmental data and information to be created during the course of the project;
  - The type of collection method, aircraft, ship, satellite, etc.;
  - The tentative date by which data will be shared;



*Revised 10-7-21*

- The standards to be used for data/metadata format and content;
  - Your program's policies addressing data stewardship and preservation;
  - Procedures for providing access, data, and security; and
  - Your program's prior experience with publishing such data.
2. **Notice of Intent:** The Data Sharing Plan serves as your notice of intent to acquire new environmental data. Before you acquire environmental data (typically geospatial data like imagery, lidar, bathymetry, etc.) under a CZM cooperative agreement, you must provide notice of your planned data acquisition. NOTE: If it is determined that the requested environmental data already exists, the applicant will have an opportunity to reprogram the funds that were requested for producing this environmental data.
  3. **Include these statements in the project description of your proposal:** "The attached Data Sharing Plan serves as (grantee name) notice of intent to acquire new environmental data. (Grantee name) will adhere to the NOAA policies and regulations regarding producing environmental data and data sharing. (Grantee name) will create Federal Geographic Data Committee (FGDC) compliant metadata, expose the metadata to geo.data.gov and publish the data online." Format: metadata files, web address of published data.

### C. After Producing Environmental Data

1. **Create Federal Geographic Data Committee (FGDC) Compliant Metadata:** If you don't already create metadata for your geospatial data, you will need to start creating it, and it must be compliant with the FGDC's [Content Standard for Digital Geospatial Metadata \(CSDGM\)](#). The new GIS Inventory website, <http://gisinventory.net>, is provided for grantees to provide notice, create metadata and export metadata to geo.data.gov. Using this site is not mandatory.
2. **Expose your metadata to geo.data.gov:** If you don't already expose/export your metadata to geo.data.gov, you will need to do so. Geo.data.gov is a one-stop geospatial data portal to increase awareness of and access to federal geospatial data and services. While non-federal data is not displayed in Geo.data.gov, that System does pass the information to the Geospatial Platform.
3. **Publish Data Online:** You must publish your data online to provide free public access. This should be accomplished as soon as possible, but no later than two years after the data are first collected.



**An example of a data sharing plan can be found in *Appendix 1*, below.**

### **Appendix 1 – Sample Data Sharing Plan**

**1. Types of environmental data and information to be created during the course of the project:**

LiDAR data will be collected over Assateague Island to provide highly accurate and current elevation points that will enable the creation of a digital elevation model. This digital elevation model will be compared to previous models to determine changes and then used to develop safer and more resilient park facilities.

**2. The type of collection method** (e.g. flight lines): We plan to contract with a private sector photogrammetric firm for airborne data acquisition over study area.

**3. Tentative date by which data will be shared:** The 'raw' point cloud LAS file will be shared with NOAA CSC immediately and the final DEM file will be posted to the State's public-facing web mapping service within two months of the final acceptance of the data. FGDC- CSDGM compliant metadata will be posted with the data.

**4. Standards to be used for data/metadata format and content:** The contractor will be responsible for meeting or exceeding the latest version of the USGS/NDEP LiDAR Standard.

**5. Policies addressing data stewardship and preservation:** We will leave the data on the (insert name) website for at least three years. During that time period, we will ask NOAA if they have interest/resources for archiving the data and work with them as needed. If they do not have interest in archiving the data to provide for national access, we will arrange for data preservation at our State Archives.

**6. Procedures for providing access to data and prior experience in publishing such data:** We have not had experience sharing data in the past. We will use our \_\_\_State Clearinghouse or \_\_\_the GIS Inventory to document the data. We will work with \_\_\_our State GIS Coordination Office or \_\_\_NOAA CSC to provide data access via the Digital Coast.